

CITY OF MILFORD
REGULAR MEETING
OCTOBER 7, 2014

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Webermeier Library Building in said City on the 7th day of October at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Rick Fortune, Dan Kral; Attorney Robert Blevens; Chief of Police Forrest Siebken; Maintenance Supt. Gary TeSelle; Library Director George Matzen and City Clerk Jeanne Hoggins. Absent: Council member Jeff Heckman. Also present: Sean Kremer, Elaine Plessel, and Logan Tuttle with the press.

Notice of the meeting was given in advance thereof by publishing in the Milford Times; a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of the meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

CALL TO ORDER: Mayor Bruha called the meeting to order and publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act is available for review and is posted on the east wall of the Webermeier Library Meeting Room.

MINUTES: A motion was made by Fortune and seconded by Kral to approve the minutes of the September 2, 2014 meeting. Roll call vote: Fortune yes, Kral yes, Baker yes, Heckman absent. Motion carried.

A motion was made by Kral and seconded by Fortune to approve the minutes of the September 16, 2014 meeting. Roll call vote: Kral yes, Fortune yes, Baker abstain, Heckman absent. Motion carried.

PAYMENT OF BILLS; BOND PRINCIPAL AND INTEREST: A motion was made by Kral and seconded by Baker that the following accounts payable bills in the amount of \$146,094.28; Bond Principal and Interest of \$52,110.58 and payroll in the amount of \$41,155.35 totaling \$239,360.21 approved by the Auditing Committee be approved for payment. Roll call vote: Kral yes, Baker yes, Fortune yes, Heckman absent. Motion carried.

SALARIES:

57777	Mark Frey	459.50
57778	Forrest Siebken	1362.49
57779	Kendall Hoggins	1245.35

57780	Mavis Ferris	63.92
57781	Jeanne Hoggins	1379.51
57782	Gary TeSelle	861.13
57783	Robert Hull	1492.62
57784	George Matzen	705.16
57785	Jenna Filbert	317.92
57786	Benjamin Rediger	989.01
57787	Erica Pallas	829.66
57788	Kile Jackson	1407.00
57789	Scott McNeil	772.92
57790	Sarah Long	93.74
57791	Craig Carritt	23.44
57792	Jessica Wang	123.87
57793	Robin Kremer	575.16
57794	Jeffery Troyer	852.64
57862	Mark Frey	540.20
57863	Forrest Siebken	1362.52
57864	Kendal Hoggins	1182.43
57865	Mavis L Ferris	85.22
57866	Jeanne Hoggins	1379.51
57867	Gary L TeSelle	877.06
57868	Robert L Hull	1309.51
57869	George Matzen	714.29
57870	Jenna Filbert	342.28
57871	Benjamin Rediger	1093.66
57872	Erica L Pallas	855.39
57873	Kile J Jackson	1158.26
57874	Scott McNeil	813.66
57875	Sarah M Long	100.43
57876	Craig Carritt	13.39
57877	Jessica M Wang	127.21
57878	Robin L Kremer	612.55
57879	Jeffery Troyer	887.45
57884	Ricky Fortune	138.52
57885	Dean Bruha	184.70
57886	Jeffrey Baker	138.52
57887	Dan V. Kral	138.52
57888	Mark Frey	472.94
57889	Forrest Siebken	1394.89
57890	Kendall Hoggins	1093.75
57891	Mavis L. Ferris	72.40

57892	Jeanne Hoggins	1412.94
57893	Gary L. TeSelle	782.92
57894	Robert L. Hull	1142.42
57895	George Matzen	774.83
57896	Jenna Filbert	386.57
57897	Benjamin Rediger	1011.46
57898	Erica L. Pallas	820.28
57899	Kile J. Jackson	1356.35
57900	Scott McNeil	772.92
57901	Sarah M. Long	129.84
57902	Craig Carritt	13.39
57903	Jessica M. Wang	100.43
57904	Robin L. Kremer	620.86
57905	Jeffery Troyer	869.45
57906	Sarah Heliker	316.36
GENERAL FUND:		
57795	Ameritas- Pension	1544.52
57796	Kansas Payment- Child Support	230.31
57797	Union Bank- HSA	520.00
57798	US Postmaster-Utility Billing	324.64
57799	Allied Insurance- Notary Jeanne	100.00
57800	American Building Inspectors- Inspections & Fees	4820.00
57801	Retirement Plans- Retirement Annual Base Fee	319.62
57802	Aramark- Pants & Rags	769.09
57803	AT&T- Long Distance	25.22
57804	Baker & Taylor- Books	581.67
57805	Black Hills Energy- Service for August	127.55
57806	Blue River Transmission- Repair Unit #1- Tire Sensor	469.12
57807	Bob's Automotive- Unit 49 Repairs	383.63
57808	Brad Havener Const.- Repair N. Windows @ Sr. Center	1000.00
57809	Canon Financial- Contract Charge	254.00
57810	Canon Solutions- Maint. Base & Copies	112.71
57811	Chief Supply- NLETC- Pants for McNeil	97.46
57812	Co. Opportunity- Health Ins. 9/1 - 9/30/14	6256.60
57813	Concrete Works- Casey's corner & 1 st St. Repairs	22299.00
57814	Consolidated Management- Meals at NLETC	68.75
57815	Demco- Book Covers	243.02
57816	Diode Communications- Internet	55.22
57817	Eakes- Purchase Order Books	67.90
57818	Emergency Medical Products- Medical Supplies	529.06
57819	Farmers Co-op- Gas/Diesel, '95 Repairs, Round-up	3107.43

57820	George Matzen- Paper	34.48
57821	Gerhold Concrete- Gravel Mix, Vinyl Patch	300.43
57822	Goldsmith Tree Service- Remove Branch on Park Ave.	185.00
57823	Grainger- Sidewalk Closed Signs	152.10
57824	JEO Consulting- Energy Element	1300.00
57825	John Deere Financial- Weed Eater Spools	58.48
57826	Layne Christensen- Well Tests, Mileage, Oil	1254.92
57827	Lynn Peavy- Blood Alcohol Kits	32.10
57828	Matheson Tri-Gas- Oxygen & Air Bottle Rent	96.72
57829	Menard's- Parts to Repair Ground Spouts @ Sr. Center	70.56
57830	Municipal Supply- 1" poly Tubing, 4 th & Elm Repair	3918.62
57831	NE Law Enforcement Training- Fire Arms Inst Recert.	50.00
57832	NE Motor Parts- Cable ties, Heater Hose, Rope, Bolts	31.80
57833	NPPD- Service for August	6992.72
57834	Newman Traffic Signs- Signs for Fire & Dumping	182.47
57835	One-Call Concepts- Locates	21.10
57836	Pac-N-Save- Dog Food, Windshield Wash	9.38
57837	Phillip Bruning- WA/SW Reimbursement	11.95
57838	Pizza Kitchen- Catered Meals	303.98
57839	Racom- Mics for Portables	216.00
57840	Reader Service- Books	25.98
57841	RecycleLink- Recycling Service Sr. Center	36.00
57842	Rediger Automotive- Oil Change	71.30
57843	Sapp. Bros. Petroleum- Mobil Delvac 15-w-40	679.25
57844	SCC- Plumbing Class- Kendall	298.75
57845	SPPD- Wells 1&2	300.04
57846	Sew. Co. Independent- Notices, Minutes, Help-wanted	223.33
57847	Sunrise Country Manor- Meals Catering	750.75
57848	TooFast Supply- Impact Wrench	147.95
57849	Uribe- Garbage pick-up	96.00
57850	Verizon Wireless- Cell Phones	95.14
57851	Verizon Wireless- Cell Bill	104.94
57852	Waste Connections- Trash Service	121.68
57853	Windstream- Service for August	536.65
57854	Acuity Specialty Products- Blue Gaskets, Shipping	284.50
57855	Blue River Transmission-Wiper Motor Repair	390.15
57856	Concrete Works- 4 th & B St. Repair	28440.00
57857	Electronic Engineering- Light Bar Repair	261.31
56758	Great Plains Uniforms- Uniforms, 41, 42, 44	493.50
56759	Nebraska Public Health- Blood Analysis	105.00
56760	Seward Co. Public Power Dist.- Wells 1&2	480.73

56761	Shell Fleet Plus- Fuel	730.00
57880	Ameritas- Pension	1544.52
57881	Kansas Payment- Child Support	230.31
57882	Union Bank- HSA	498.00
57883	Concrete Works- Repair Storm Drain & Curb 4 th & B	7800.00
57907	Ameritas- Pension	1607.76
57908	Kansas Service Center- Child Support	231.31
57909	Union Bank- HSA	405.00
57910	Aflac- DIS, ACC, SUPPL, CANCER	328.05
57911	Baker & Taylor- Books	271.93
57912	Barco Municipal Prod.- Boots and Shipping	207.37
57913	Black Hills Energy-Serv. for Sept.	25.25
57914	Blevens Law Office- Service for Sept.	350.00
57915	Blue Cross Blue Shield- Dental Insur. Sept. & Oct.	622.22
57916	Card Service Center- Laptop and Software	1540.24
57917	City of Milford- Petty Cash-Postage	134.18
57918	Co-Opportunity Health-Insurance for Oct. 2014	6256.60
57919	Concrete Industries Inc.-Sewer Joint Compound	36.50
57920	Culligan-Cooler Rent	7.00
57921	Dearborn National-Life Insurance	120.40
57922	Deeter Foundry-Manhole Frame @ 4 th and B	172.00
57923	Eakes Office Plus-Paper Supply	382.23
57924	EBS-RMSCO-Vision Insurance Sept.	78.08
57925	Farmers Co-Op-Fuel for Sept.	1011.50
57926	Gerhold Concrete-Crushed Concrete and Delivery	1645.01
57927	Hawkins-Pump Kit, Freight	117.03
57928	Insure Nebraska- Notary Stamp-Jeanne	23.90
57929	JEO-Energy Element, Post Construction	1780.00
57930	Kendall Hoggins- Reimburse for Plumbing Books	210.71
57931	League of Nebraska Municipalities-Membership dues	671.00
57932	Marvin E. Jewell Co., P.C.- 2014-2015 Budget Prep	6600.00
57933	Matheson Tri-Gas- Oxygen/Air Bottle Refill	508.51
57934	Menards-Lincoln North-Fire Hall Spouts	16.11
57935	Midwest Unlimited-Saw Guard	152.90
57936	Milford School Dist. #5-Parking Fines	30.00
57937	Municipal Pipe Services-4" & 6" Line Stop	4230.00
57938	Municipal Supply Inc.-Valves, Adaptor, Gaskets	952.79
57939	Nebraska Dept. of Revenue-Water Reduction	25.00
57940	NE Rural Water Assoc.-Waste Water Class	621.00
57941	Nebraska Public Health-Coliform Tests	30.00
57942	NE Public Power District-Service for Sept.	2123.33

57943	Office Depot-AA Batteries, Delivery Fe	72.93
57944	Roxanne Roth- Cleaning Services	100.00
57945	Sack Lumber-Well House #1	229.77
57946	South East NE Develop Dist.- Membership Dues	1777.00
57947	Seward Co. Public Power Dist.-Wells 1&2	389.55
57948	Too Fast Supply-Sealant, Nut driver, Blade	204.29
57949	Union Bank-Medicare Part D	431.50
57950	Union Bank & Trust-HAS Quarterly Fee	15.00
57951	Verizon Wireless-WC-Well Control Monitor	40.01
57952	Wal-Mart- DVD's, Labels, Food,& Supplies	614.29
57953	Windstream- Service for Sept.	532.00
57954	Zito Media-HD-TV	5.47

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received were Milford Housing Authority minutes for September 11, 2014; Milford Aging Services Committee minutes for September 23, 2014; Library Board minutes for August 26, 2014; Police Dept. activity report for August 2014. Fortune – the grinder and motor at the sewer plant will be replaced at a cost of approximately \$17,000.00. A proposal will be presented at the next meeting regarding an increase in water rates. TeSelle – we will be flushing hydrants this month and are also taking down some trouble trees in the public right-of-way. The High School District Softball Tournament starts Thursday. According to Library Standards for Accreditation Matzen is required to provide an annual report. The report is attached to these minutes. Chief Siebken presented the August Activity report. Officer McNeil has been assigned the task of recognizing nuisance properties and has issued over 55 violation letters. It appears that people are working on their properties and there are more letters to go out. Chief Siebken addressed the Council and Attorney about what action to take on dilapidated garages/sheds. He provided photographs of buildings that are in very bad shape. Blevens suggested talking to the people and following up with a ticket on violation of the nuisance ordinance. Hoggins reported that the fiscal year end (2013-2014) has been completed and a trial balance has been provided to each Council member showing cash balances per fund. The Audit is scheduled for November 12 – 14. Sarah Heliker is catching on and doing a very nice job in the Office. The A/C Unit hose was clogged and water leaked out all over the floor in the basement but the hose has been replaced. The 150th Celebration quilt has been hung at the City Hall Office. Baker announced that Milford Times Reporter Logan Tuttle is leaving and his last day is October 17, 2014. This is his last City Council meeting to cover and Baker presented him with a “Key to the City”! He has done an awesome job and we will all miss him.

COMMUNICATIONS: *Sales tax received for the month of July 2014 in the amount of \$14,948.42. *Zito Media Annual Franchise Fee for 2013 received in the amount of \$4,331.93. *Apology letter from Joshua Dalton from marking the new cement poured at 4th & B Street.

PUBLIC HEARING: Conditional Use Permit, Sean Kremer: Mayor Bruha opened the Public Hearing at 7:57 pm and invited Sean Kremer to present the information regarding his request for a conditional use permit. He stated that he would like to build a building and he's hoping the Council will tell him he can. Mayor Bruha asked him to elaborate on the situation. ESU Director, Dan Shoemake approached Sean after one of their vehicles had been damaged. He wanted Sean to find a place to store their vehicles. After some discussion they decided to have Sean build a storage unit on his lot behind Casey's General Store allowing an entrance for ESU from their parking lot. The storage unit is planned to measure 30x60 and will be a post frame building set on a 2' curb wall. It will have a pitched roof with wainscoting, gutters and landscaping, he wants it to look nice. Setbacks were discussed as well as utility easement. NPPD will move the pole in the easement. The property is zoned C-2 and abuts residential property. The Building Inspector provided a list of conditions that need to be addressed as recommended in the Zoning and Subdivision Regulations. (The Conditional Use Permit and Addendum are attached to these minutes.) Mayor Bruha strongly recommended that a legal survey is completed prior to beginning any work. An item that the Council needed to decide on was addressing outside storage. Sean noted he would probably store a few trailers outside. The Council didn't have an issue with outdoor storage as long as it continues to stay organized. With no further comments Mayor Bruha closed the Public Hearing at 8:12 pm.

UNFINISHED BUSINESS:

Discuss/Action – Future Technologies Wireless Internet: Attorney Blevens provided a few bullet points for review and if we want to move forward with allowing them to place the antenna on the water tower Attorney Blevens will note these items in the contract. It was noted that they will provide 3 internet services and the cost is equivalent of \$50.00 per service or \$150.00 per month. His question to the Council is \$150.00 a month worth tying something up on the water tower or do you want to consider a different amount. Discussion was held regarding the speed of the internet in which they offer. Chief Siebken suggested they provide us with 15 megabyte. The number of services was also discussed. Kral suggested we ask for 6 locations, which would cover all the City facilities. A motion was made by Kral and seconded by Baker to have Attorney Blevens make a counter offer to Future Technologies asking for 6 free internet services at 15

megabytes along with recommendations from the Attorney. Roll call vote: Kral yes, Baker yes, Fortune yes, Heckman absent. Motion carried.

NEW BUSINESS:

Discuss/Action: Sean Kremer's Conditional Use Permit: A motion was made by Fortune and seconded by Kral to accept the Conditional Use Permit requested by Sean Kremer with the conditions set forth in the Zoning Regulations and also the stipulations set forth by the Building Official in regards to the fencing as well as getting a legal survey of the property. Baker wanted to add a condition that he actually come into the meeting and conduct himself in a respectful manner. Roll call vote: Fortune yes, Kral yes, Baker no, Heckman absent.

Discuss/Action: City Hall Building: Kral noted the reason this is on the agenda is to review the email that was sent by Engineer Jason Suelter. After noting the areas that Jason suggested repairing he was going to put together information to allow us to obtain bids. Time passed (60-90 days) and the email was received requesting that we hire a couple more engineers. Kral sees little return on engineering contracts and doesn't feel we need more engineers. We need input from local contractors. Our Building Inspector has advised Kral that he can obtain these types of bids and has already received one regarding electrical updates. Kral suggested pushing to get local bids for the structural and plumbing updates before we decide to spend any money on additional engineers. We have assets in the City that can make the contacts and assets in the community that can get us those numbers. Fortune agrees. A motion was made by Kral and seconded by Fortune to proceed with getting bids/proposal from the local contractors. Roll call vote: Kral yes, Fortune yes, Baker yes, Heckman absent. Motion carried.

*Attorney Blevens asked to go back to the previous agenda item. **Sean Kremer's Conditional Use Permit:** In order to grant a Conditional Use Permit we must have a super majority vote of the Council not of the quorum or the members present which means we need 3 votes in favor to pass the motion. Discussion was held and item will be revisited at the end of the meeting.

Sr. Center Building: TeSelle noted that the steps are replaced. Kendall has not heard back from the contractors. Down spouts have been repaired and the drainage seems better. TeSelle shut off the Sprinkler system. Mayor Bruha reiterated to TeSelle that they continue to monitor all the buildings to prevent drainage/water problems. Kral mentioned when the gutters on the building to the west of the Sr. Center fill and over flow, the water spills over and seeps right under the sidewalk and into the basement. Mayor Bruha questioned whether we had any legal recourse to have Crop Insurance

Solutions put up bigger gutters so the overflow doesn't dump onto the Sr. Center property. Attorney Blevens stated if it's causing damage then we should have the right to ask them to fix it. He also mentioned that with the buildings so close together water has to go somewhere. Since they put the new building in with a gable roof the water runs straight towards the Sr. Center. Baker informed the Council that when the builders came out they shot elevations and if there is a runoff problem they will address that as part of their proposal. The information gathered will be used to go out for bids.

Appointment – Tree Commissioner: A motion was made by Fortune and seconded by Kral to approve the Mayor's recommendation to appoint Gary TeSelle as the Tree Commissioner. Roll call vote: Fortune yes, Kral yes, Baker yes, Heckman absent. Motion carried.

Discuss/Action – Employee Appreciation Dinner: Council member Baker noted the employee appreciation dinner was held last year in November and in order to proceed this year the Council must authorize the amount per employee. Last year it was organized by Andrea Baker and everyone expressed their opinion on the great job she did. Council member Baker will ask her if she's interested in doing it again. A motion was made by Baker and seconded by Fortune to approve the employee appreciation dinner again this year at \$25.00 per employee. Roll call vote: Baker yes, Fortune yes, Heckman absent, Kral yes. Motion carried.

Discuss/Action – Hire Part-time Police Officers: Chief Siebken asked for the authority to hire up to 4 part-time police officers. He already has 3 lined up that could assist with weekend day shifts and vacations. Two of the Officers are previous employees. All are quality individuals and will be an asset to the staff. Baker asked for names and an hourly rate. Chief Siebken mentioned Bryce Johnson, Craig Corder and Shannon Stone at \$20.00 per hour. A motion was made by Kral and seconded by Fortune to authorize Chief Siebken to hire up to 4 part time police officers as needed at \$20.00 per hour. Roll call vote: Kral yes, Fortune yes Baker yes, Heckman absent. Motion carried.

Approve Fire Dept. Membership Roster: The roster shows 39 out of 42 possible members. A motion was made by Kral and seconded by Fortune to approve the Fire Dept. membership roster as submitted for 2014. Roll call vote: Kral yes, Fortune yes, Baker yes, Heckman absent. Motion carried. Kral noted how fortunate we are to have the number of EMT's that we have.

Discuss/Action – SCEDC Public Sector Funding Agreement: At the annual meeting 2 new Board members were elected. Last year Jonathan focused on T.I.F and LB840. This year he will be assisting Milford with becoming a Certified City. This is being added to the agreement as well as changing the semi-annual audit to just an annual audit. A motion was made

by Baker and seconded by Kral to authorize Mayor Bruha to sign the SCEDC Public Sector Funding Agreement. Roll call vote: Baker yes, Kral yes, Fortune yes, Heckman absent. Motion carried. (Agreement attached)

Discuss/Action – SCEDC Public Membership Agreement 2014-2015: It was noted that Milford and Utica were asked to double their contribution and Seward and Seward County increased as well. Milford's contribution for the 2014-2015 fiscal year will be \$10,000.00. The private sector increased by \$10,000.00 as well. Jonathan is doing a great job but realizes it's complicated to do by himself so he has added a part time staff member. A motion was made by Baker and seconded by Kral to authorize the Mayor to sign the 2014 – 2015 SCEDC Public Membership Agreement. Roll call vote: Baker yes, Kral yes, Fortune yes, Heckman absent. Motion carried. (Agreement attached)

Discuss/Action – Black Hills Energy proposal for Utility Pole: Black Hills Energy would like the Council's approval to place a utility pole near the Linden Village entrance which will eliminate the truck driving thru town to read gas meters. All they need to do is push a button and the reading will be transmitted to the pole. The pole will be 30'tall with an antenna on top. A motion was made by Fortune and seconded by Kral to allow Black Hills Energy to erect the utility pole for wireless meter reading services. Roll call vote: Fortune yes, Kral yes, Baker yes, Heckman absent. Motion carried.

Discuss/Action – Holiday Banners & Lights: Hoggins explained that the Holiday street lighting decorations that the City has are no longer functioning. The bracket system is brittle and last year during some windy days 2 of them broke and fell off the pole. The City has joined with the Chamber in purchasing new brackets for the 150th celebration banners. We have budgeted \$2000.00 in the Street Dept. for new holiday banners. Discussion was held regarding size of banners and cost per banner. It would cost \$99.00 per custom banner for a 24x60, which would fit our bracketing system. A stock banner measures 30x60 and new brackets would need to be ordered at \$85.00 each. The consensus was to order the 24x60 custom banner and utilize the newly purchased brackets. The cost is approximately \$1300.00 for 13 banners. The enhancers (lighting around the banners) will be considered next year. Hoggins also commented on the Christmas celebration that the Chamber and Kiwanis are working together on. They are asking if the business owners buy the lights, would the City maintenance crew be able to put the lights across the top of the buildings like Seward does? Questions arose regarding: source of electricity, changing bulbs, possible damage to buildings while lights are being installed. Council suggested quality lighting. Hoggins will go to the Chamber of Commerce with these questions so they may research how Seward handles these issues.

Revisiting - Discuss/Action: Sean Kremer's Conditional Use Permit:

Mayor Bruha asked if the Council would be so inclined to reconsider their vote? Baker asked Attorney Blevens how we go about doing this. Do we call for another vote? Attorney Blevens suggested someone go ahead and reintroduce the motion and call for the vote. A motion was made by Fortune and seconded by Kral to call for a second vote regarding Sean Kremer's request for a Conditional Use Permit. Roll call vote: Fortune yes, Kral yes, Baker present, Heckman absent. A motion was made by Kral and seconded by Fortune to call for a third vote regarding Sean Kremer's request for a Conditional Use Permit. Roll call vote: Kral yes, Fortune yes, Baker yes, Heckman absent. Motion carried.

ADJOURNMENT: A motion was made by Fortune and seconded by Baker to adjourn the meeting. Roll call vote: Fortune yes, Baker yes, Heckman absent, Kral yes. Motion carried and meeting adjourned at 9:10 pm.

Jeanne Hoggins, City Clerk

Dean A. Bruha, Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on October 7, 2014 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

(SEAL)

Jeanne Hoggins, City Clerk